



**CGIAR Research Program on
Climate Change, Agriculture and Food Security (CCAFS)**

Introduction to DropBox
Video Transcript

October 2013



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What is Dropbox

Dropbox is a web-based file hosting service that enables you to:

1. Access your files from any computer with an Internet connection; and
2. Easily share files with others in your team, even if they are on the other side of the world.

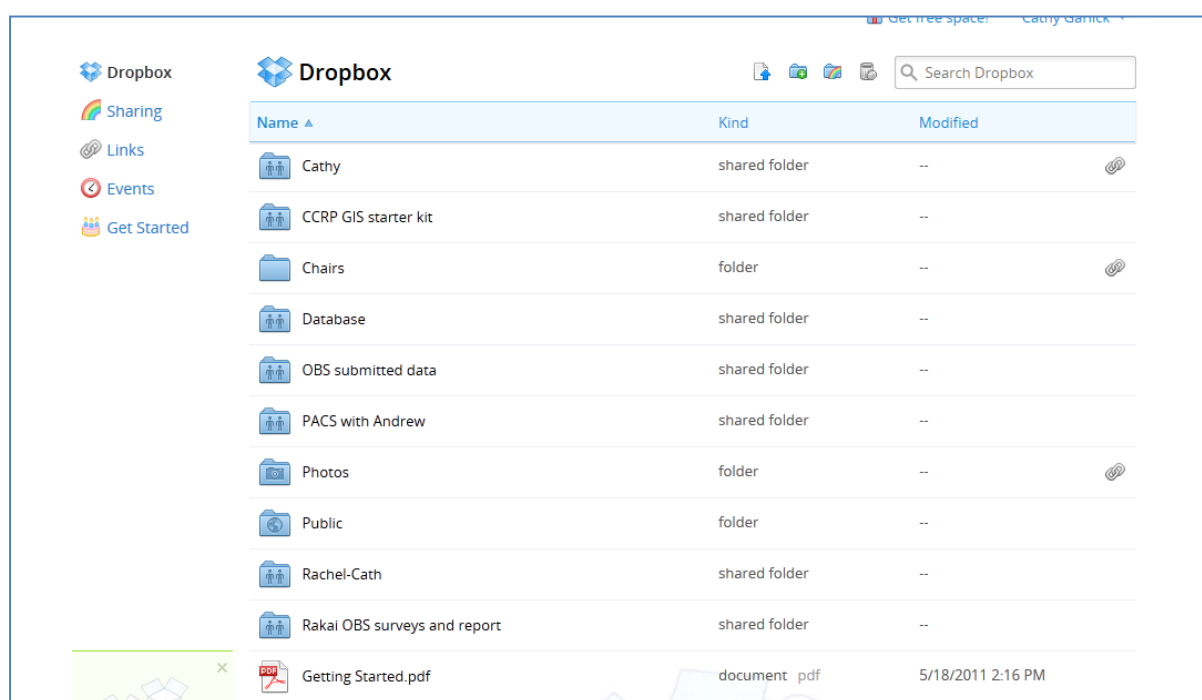
Getting Started

The first thing you need to do to start using Dropbox is to create an account for yourself. Go to www.dropbox.com and click on **Sign In -> Create an Account**.

Enter your first name; last name, email address and a password (make sure you remember your password!). Once you have created an account you can then sign in.

Working through your browser

Once you have signed in you can manage your files and folders from your Internet browser. As shown here you'll see a list of the files and folders in your dropbox. This includes folders that you have created yourself and folders that others have shared with you.



The screenshot shows the Dropbox web interface. On the left is a sidebar with navigation links: Dropbox, Sharing, Links, Events, and Get Started. The main area displays a table of files and folders. The table has columns for Name, Kind, and Modified. The files listed are:

Name	Kind	Modified
Cathy	shared folder	--
CCRP GIS starter kit	shared folder	--
Chairs	folder	--
Database	shared folder	--
OBS submitted data	shared folder	--
PACS with Andrew	shared folder	--
Photos	folder	--
Public	folder	--
Rachel-Cath	shared folder	--
Rakai OBS surveys and report	shared folder	--
Getting Started.pdf	document pdf	5/18/2011 2:16 PM

There are icons for uploading files, creating new folders, sharing folders and even showing deleted files – Dropbox keeps track of changes for the last 30 days so you can restore older versions of files or even deleted files from within the last 30 days.

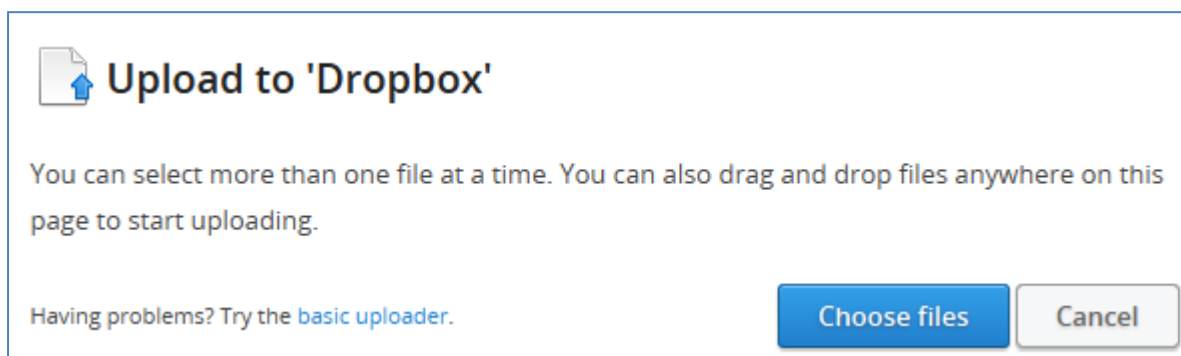


The image shows four icons for Dropbox actions: Upload, New folder, Share a folder, and Show deleted files. Each icon is accompanied by a tooltip with the same text.

Uploading Files

There are two ways to upload files:

1. Click the Upload icon; click on **Choose Files**



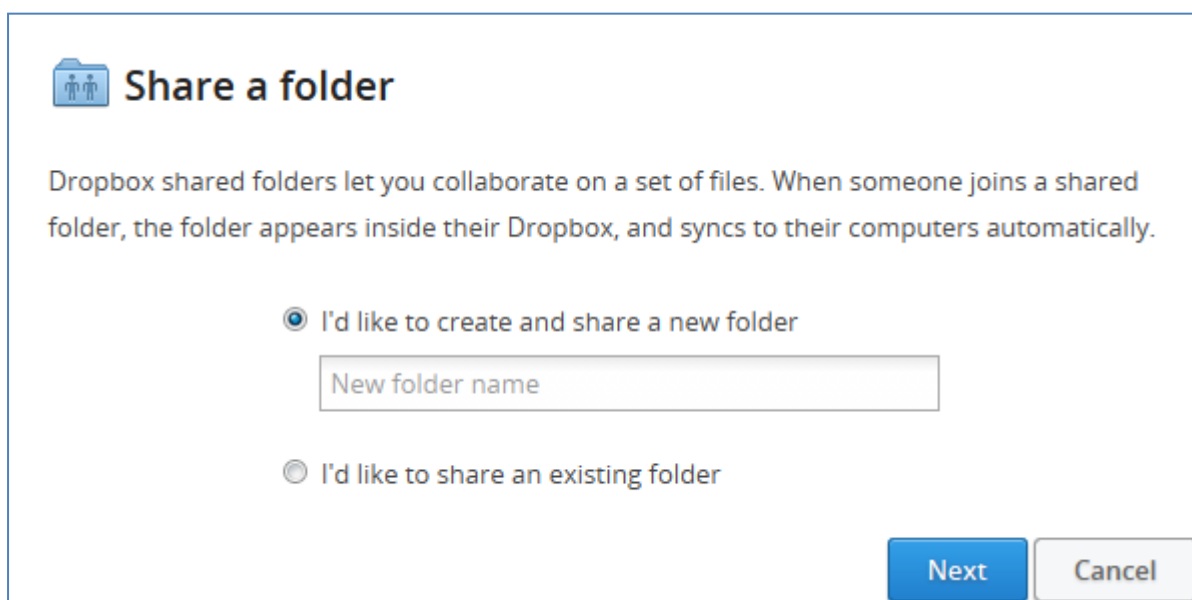
The screenshot shows a dialog box titled "Upload to 'Dropbox'". It features a document icon with an upward arrow. The text inside says: "You can select more than one file at a time. You can also drag and drop files anywhere on this page to start uploading." Below this, there is a link: "Having problems? Try the [basic uploader](#)." At the bottom right, there are two buttons: "Choose files" (in blue) and "Cancel" (in grey).

Then select one or more files and click on **Save**. The selected files will be uploaded to the current folder. You can move them between folders in the same way as you would move files in Windows Explorer by just dragging and dropping.

2. The second method is just to drag and drop from Windows Explorer – effectively treating your Dropbox folder as another folder on your hard drive. Remember to hold down the <Ctrl> key if you want to copy rather than move the file.

Sharing


To share a folder, click the **Share a Folder** icon which will give you the choice of creating and sharing a new folder, or sharing an existing folder.



The screenshot shows a dialog box titled "Share a folder". It features a folder icon with two people. The text inside says: "Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically." Below this, there are two radio button options: "I'd like to create and share a new folder" (which is selected) and "I'd like to share an existing folder". Under the first option, there is a text input field labeled "New folder name". At the bottom right, there are two buttons: "Next" (in blue) and "Cancel" (in grey).

After clicking **Next** enter the email addresses of those you want to share with – there is space for an optional invitation message.




 **Shared folder options for 'Cathy'**

Invite others

Members (2)

Invite collaborators to this folder

 [Invite Facebook friends](#)

Carlos Barahona

×

(Optional) Send a personal message with your invitation


This is a message


Share folder


Cancel


Finally click on **Share folder**. Each person will receive an invitation email with a link to follow.


Choosing the **Sharing** link in the menu on the left hand side allows you to see who is sharing each folder.


 Dropbox

 Sharing


 Links


 Events


 Get Started








 **Dropbox**

Name ▲

 Cathy



 CCRP GIS starter kit

 Chairs


Folder name	
 Cathy	Carlos
 Database	Marah, Ric, Jane, Rebecca, Carlos, Roger, +11
 Rachel-Cath	Rachel
 OBS submitted data	Carlos, Laura, Carlos, Wiebke, +4
 CCRP GIS starter kit	Ric, Roger
 PACS with Andrew	Sandip, Andrew, Kabir, Dushyant, Carlos, +1
 Rakai OBS surveys and report	Carlos, Laura, Wiebke, +1




Click on **Options** to the right of the folder name to invite others to join and to view the current members list. The list will also show who the current owner of the folder is.

Folder name	Modified ▼	
 Cathy Carlos	Yesterday 3:46 PM	Options
 Database Marah, Ric, Jane, Rebecca, Carlos, Roger, +11	Yesterday 2:45 AM	Options

The members list shows when each member accepted the share and whether there are any invitees who haven't yet responded.


 **Shared folder options for 'CCRP GIS starter kit'**

[Invite others](#) **Members (3)**


 Ric Coe (owner)

Joined 4 weeks ago

▼


 Cathy Garlick

Joined 13 days ago

 Roger Stern

Joined 4 weeks ago

▼


 klj175@psu.edu

Still waiting


▼

[Leave folder](#) [Cancel](#)

If you are the owner, you can remove people from the list, or pass ownership to someone else. You can also choose to **Unshare** the folder.

 Cathy Garlick (owner)


Joined 3 months ago


 Carlos Barahona

Joined 5 weeks ago

▼

Email






 Kick out

 Make owner

[Unshare folder](#) [Leave folder](#) [Cancel](#)






Events

When you share a folder everyone you share with has full access – i.e. they can read the files, modify them and even delete them. Dropbox keeps a track of events in your shared folders such as who edited, added or deleted which file in which folder and when.

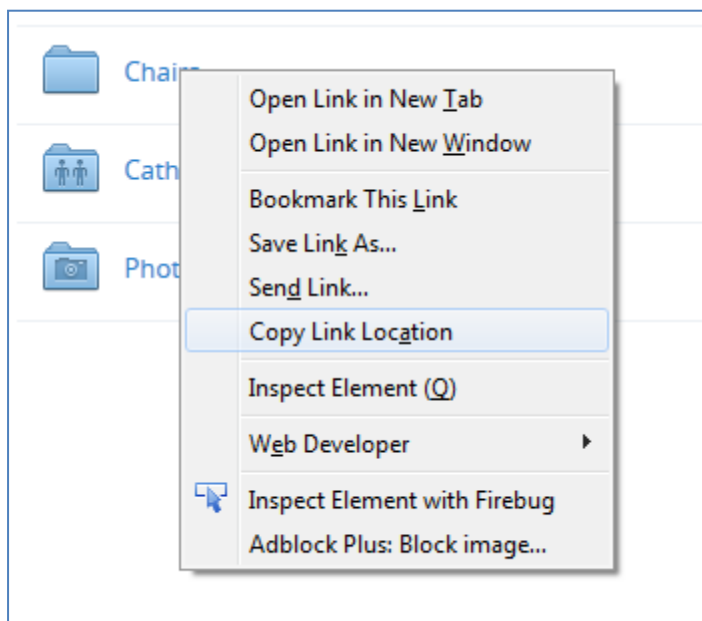
	In Cathy , You added the file Cashew Nut & tomato pate en croute.doc .	Yesterday 3:02 PM
	You deleted the file Cashew Nut & tomato pate en croute.doc .	Yesterday 3:02 PM
	You added the file Cashew Nut & tomato pate en croute.doc .	Yesterday 3:01 PM
	In Database , claire nicklin edited the file Symon - Andes.mdb .	Yesterday 2:45 AM
	In Database , claire nicklin deleted the file Symon - Andes.lacddb .	Yesterday 2:45 AM

Linking

If you want to be able to share files with others without them being able to make changes you can create links. In you Dropbox list, items that are linked will be marked with a chain link symbol.

	Cathy	shared folder	--	
	CCRP GIS starter kit	shared folder	--	
	Chairs	folder	--	

You can go to **Links** in the menu and either copy the link location to paste into a document or email, or email it directly using **Send Link**. This menu appears when you right-click on the linked folder.

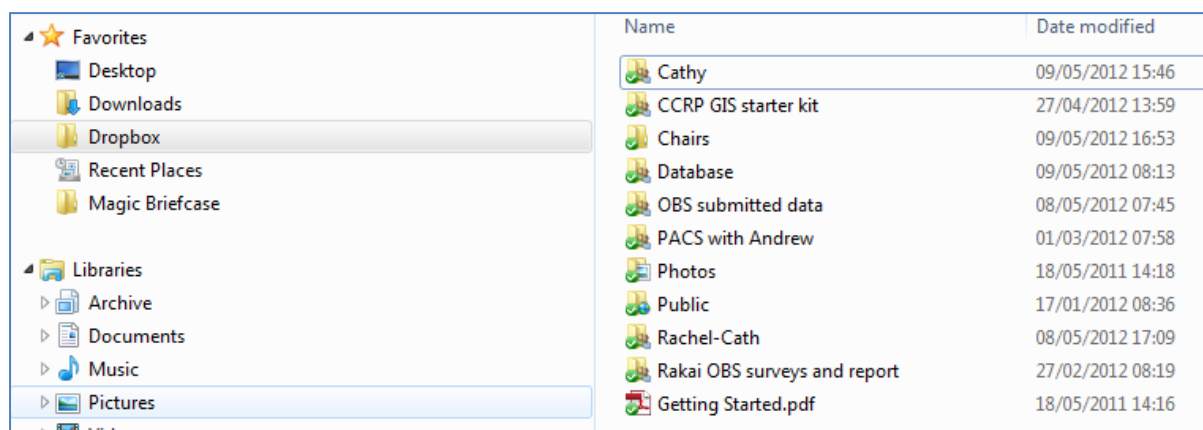




Others can then download the linked files to their own computer or, if they are photos, can view them online. You can share links to users even if they don't use Dropbox themselves.

Installing Dropbox

All the facilities we have looked at so far can be done through the Dropbox web site. If you install Dropbox a folder will appear on your computer which will automatically sync with the web version of your Dropbox.



Name	Date modified
Cathy	09/05/2012 15:46
CCRP GIS starter kit	27/04/2012 13:59
Chairs	09/05/2012 16:53
Database	09/05/2012 08:13
OBS submitted data	08/05/2012 07:45
PACS with Andrew	01/03/2012 07:58
Photos	18/05/2011 14:18
Public	17/01/2012 08:36
Rachel-Cath	08/05/2012 17:09
Rakai OBS surveys and report	27/02/2012 08:19
Getting Started.pdf	18/05/2011 14:16

You can use this folder like any other folder on your computer. The only difference being that this folder will be available to you from wherever you are provided you have an Internet connection. To install Dropbox go to www.dropbox.com and click **Download Dropbox**. Save the file to your hard disk and run it from there, following the instructions as you would for any software installation.

Pricing

A free account allows you up to 2GB of storage space but you can gain extra free space by referring your friends – up to a total of 18GB. If you need a lot more space you could go for one of the payment schemes – for \$10 a month you could have up to 50GB and for \$20 a month up to 100GB. These limits can also be increased with referrals. These are the current prices detailed on the Dropbox website.

Note that a shared folder is included in the quota of everyone sharing it, but as we have seen you can leave a folder that is being shared to you if you run short of space.

Summary

So to summarise, Dropbox is an easy to use and very popular file hosting service that gives you access to your files through the web. It enables easy sharing of files both as full access shares or read-only links.

Appendix I – CCAFS Data Management Support Pack

This document is part of the CCAFS Data Management Support Pack produced by the Statistical Services Centre, University of Reading, UK. The following materials are available in the pack:

0. Data Management Strategy
 - a. CCAFS Data Management Strategy
1. Research Protocols
 - a. Writing Research Protocols – a statistical perspective
 - b. Preparation of Research Protocols – Good Practice Case Study
 - c. What is a Research Protocol, and how to use one (Video & Transcript)
 - d. Details of what a Research Protocol should contain (Video & Transcript)
2. Data Management Policies & Plans
 - a. Creating a Data Management Plan
 - b. Data Management Plan (Video & Transcript)
 - c. Example Data Management Activity Plan
 - d. Example Consent Form
3. Budgeting & Planning
 - a. Budgeting & Planning for Data Management
 - b. ToR Data Support Staff
 - c. Budgeting & Planning (Video & Transcript)
4. Data Ownership
 - a. Data Ownership and Authorship
 - b. Template – Data Ownership Agreement
 - c. CCAFS Data Ownership & Sharing Agreement
 - d. Data Ownership & Authorship (Video & Transcript)
5. Data & Document Storage
 - a. Creating and Using a DDS
 - b. DDS Introduction – (Video & Transcript)
 - c. DDS Organisation – (Video & Transcript)
 - d. DDS Ownership – (Video & Transcript)
 - e. Introduction to Dropbox – (Video & Transcript)
6. Archiving & Sharing
 - a. Archiving & Sharing Data
 - b. Data and Documents to Submit for Archiving – a checklist
 - c. MetaData
 - d. Archiving & Sharing (Video & Transcript)
 - e. Metadata (Video & Transcript)
 - f. CCAFS HBS Questionnaire
 - g. CCAFS HHS Code Book
 - h. CCAFS Training Manual for Field Supervisors



7. CCAFS Data Portals
 - a. Portals for CCAFS Outputs
 - b. AgTrials Summary
 - c. CCAFS-Climate Summary
 - d. DSpace Introduction
 - e. Introduction to Dataverse (Video & Transcript)
 - f. Creating a Dataverse (Video & Transcript)
 - g. Dataverse Study Catalogue
 - h. CCAFS Dataverse (Video & Transcript)
8. Data Quality & Organisation
 - a. Data Quality Assurance
 - b. Guidance for handling different types of Data
 - c. Transition from Raw to Primary Data
 - d. Data Quality Assurance (Video & Transcript)
 - e. Guidance for handling different types of data (Video & Transcript)
 - f. Transition from Raw to Primary Data (Video & Transcript)